

EXHIBIT C

ROSS MILLER
Secretary of State

NICOLE J. LAMBOLEY
Chief Deputy Secretary of State

CHRIS LEE
*Deputy Secretary for
Southern Nevada*

STATE OF NEVADA



OFFICE OF THE
SECRETARY OF STATE

SCOTT W. ANDERSON
*Deputy Secretary
for Commercial Recordings*

MATTHEW M. GRIFFIN
Deputy Secretary for Elections

KATE THOMAS
*Deputy Secretary
for Operations*

MEMORANDUM

To: Board of State Prison Commissioners

From: Ross Miller, Secretary of State *RM*

CC: Howard Skolnik, Director, Nevada Department of Corrections
Janet Traut, Senior Deputy Attorney General, NDOC
Josh Hicks, General Counsel, Office of the Governor
Keith Munro, Chief of Staff, Office of Attorney General
Keith Marcher, Senior Deputy Attorney General, Office of the Attorney General
Nicole Lamboley, Chief Deputy, Office of the Secretary of State
Chris Lee, Deputy for Southern Nevada, Office of the Secretary of State

Date: January 18, 2008

Subject: Board of State Prison Commissioners Agenda Item -Policy & Procedures for the Governance of the Board related to Future Meetings

I am submitting to the Board for discussion and decision, the following as a proposed governance structure for future Board of State Prison Commission meetings.

Agenda Development

Pursuant to NRS 209.101, the Secretary of State is the secretary of the Board and therefore will be responsible for preparing and properly noticing the agenda and distributing to the Board, the official meeting materials.

The formal notice must also be posted on the Secretary of State's website and the Department of Corrections website under the Board of State Prison Commissioners.

Any Board member is entitled to place matters on the agenda for discussion or action.

Items to be placed on the agenda must be submitted to the secretary of the Board not less than 15 working days before the meeting to give the Director of the Department of Corrections time to prepare a staff report. This includes items such as a regulation

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adoption, presentation or update/report from the Department of Corrections. Action items must be specified as such.

The secretary of the Board should communicate to the Director, all agenda items to be on the next agenda not less than 14 working days prior to the scheduled meeting of the Board.

The Department of Corrections must provide a brief staff report in a format approved by the Board on action agenda items. Informational items may include background material.

The secretary of the Board must disseminate the meeting materials to each member of the Board no less than 5 working days before the meeting.

Board Meetings

The Department of Corrections will take minutes of the meeting, prepare the transcript and provide the draft to the secretary for review at least 30 working days to the extent practical prior to the next meeting. A final version to be included with Board packets must be submitted no later than 7 working days.

The Department will collect and disseminate any material submitted for the record by any Board member or member of the public. A complete copy of materials submitted for the record will be delivered to the secretary for filing pursuant to NRS 209.101(5) with the minutes upon Board approval and should also be posted on the Department of Corrections website.

The Department will be responsible for hard copies of the agenda and any attachments to agenda items to be made available to the public at the meeting location. This requirement includes all videoconference locations as well.

The Department will be the timekeeper for public comment to ensure all speakers are afforded the posted time allotment for speaking. A timekeeping device should be used.

Emergency Board Meetings

If an emergency board meeting is called subject to the provisions of the Open Meeting Law, the secretary will communicate immediately with the Director any necessary information to be provided to the Board prior to the meeting.